

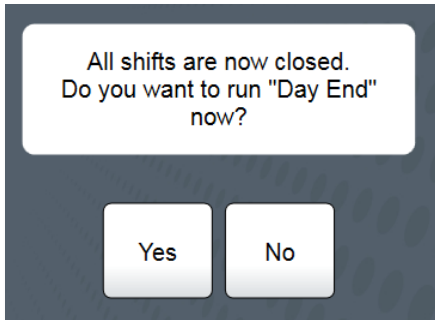
6: Day End Procedure

Day End should be completed once a day in each store, usually at the close of business. A Day End time window will be set for all sites: this is a period of time when the day end is normally run.

For 24 hour trading stores, a window of time is still specified e.g. between 10pm & 11pm.

Before completing a Day End, all shifts must be closed on all POS workstations. Day End can be done on ANY POS.

1 Once the final shift end is completed, and if the time falls within the **designated Day End time window**, the Day End will prompt to run automatically.



2 Click **Yes** and wait for Day End to complete. Please be patient as this can take a few moments.

3 The Day End report will be printed



If required, historical Day Ends can be printed **Menu -> Reports -> Reprint Day End Report**. Select required report from the list.



The information printed on the Day End report can be configured in evoBOS.

If the prompt does not appear, a Manual Day End can be run.

From the front POS screen select **Menu -> Functions -> Manual Day End**

Allow the Day End to run completely. If the site is a fuel site, **DO NOT** switch off pumps or pump controller before Day End has finished and returned to the sign in screen.